

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE February 1, 2023
---	------------------------------------

DFW DIVISION/BRANCH/REGION/OFFICE Office of Spill Prevention and Response	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-0762-058
UNIT NAME AND LOCATION OSPR Laboratory Program/ Rancho Cordova	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-0762-058

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the direction of the Senior Environmental Scientist (Supervisor) at the Office of Spill Prevention and Response (OSPR) Petroleum Chemistry Laboratory (PCL), the incumbent performs professional scientific work; gathers data on environmental issues; performs environmental analysis, research and studies; writes preliminary reports; prepares routine correspondence and provides data for regulatory and compliance documents.
--

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
<b>45%</b>	<b>ESSENTIAL FUNCTIONS:</b> Using scientific methods and principles, collect data to confirm and identify oil products and crude oil by performing sample preparation and analysis of samples from various matrices using Gas chromatography/Mass spectrometry (GC/MS); performs data collection and analysis of oil samples from various matrices for oil fingerprint and total petroleum hydrocarbon analysis using GC/MS and GC-FID. Maintains analytical equipment associated with analyses referred to above. Assists with development or modification of analytical methods as required and necessary.
<b>20%</b>	Analyze, review, and evaluate scientific and technical data collected to generate and support reports that meet established laboratory standards. Provide data to support environmental regulatory documents following laboratory guidelines and procedures, established scientific techniques and methods to comply with State and Federal laws and regulations. Prepare and submit preliminary environmental reports. Maintain records and sample archives.
<b>20%</b>	Prepares glassware, equipment and analytical standards necessary for analysis of petroleum hydrocarbons, dispersant residues, and metabolites in multiple matrices. Initiates instrument analysis sequences by organizing sample extracts and filling gas chromatograph autosampler vials, performing routine instrument setup and instrument calibration. Checks instrument performance during analysis sequence to verify calibration is within specifications.
<b>10%</b>	Orders laboratory equipment and supplies necessary for maintaining laboratory function and implementation of the OSPR field investigation sampling program. Provides sampling supplies to OSPR field personnel as necessary. Integrates field samples into the laboratory sample management system, ensuring maintenance of chain of custody and proper storage for sample integrity.

**DUTY STATEMENT**

<p><b>PERCENTAGE OF TIME PERFORMING DUTIES</b></p>	<p>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</p>	
<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of OSPR's goals and objectives. Participate in laboratory planning meetings as needed.</p> <p><b>Interpersonal Skills:</b> Ability to work effectively with others when needed and to work independently when called upon to do so.</p> <p><b>WORKING CONDITIONS:</b> Office and laboratory work involves standing and sitting most of the time with computer keyboard, desk work, or laboratory work. May involve walking for brief periods. Perform chemical analysis in an analytical laboratory using proper personal protective equipment. Ability to elevate at least 25 pounds.</p> <p><b>Additional Conditions:</b> OSPR is a 24-hour oil and pollution spill response organization. The incumbent in this position can be required to participate in prevention and response training, drills and incidents throughout California, and to be available to deploy/travel with short notice for extended periods of time (up to 7 days).</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b> Martice Vasquez</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>